



## *Westwood North Water Supply Corporation*

6310 Weisinger Drive, Magnolia, TX 77354

Office: 936-321-7766 Email: [Office@wnwater.com](mailto:Office@wnwater.com)

### **Welcome to the Westwood North Water Supply Corporation**

We strive to work with new homeowners and business owners to prevent disruption of service during the busy days of moving. However, we are also a business and are required to maintain complete records of our members.

As a new homeowner, you are required to provide us with the following information:

- Application
- Privacy Notice
- Customer Notification Return
- Proof of Ownership (i.e., Warranty Deed, HUD Settlement Statement)
- CSI Inspection (before move-in, if new construction)
- Membership Fee - \$100
- Transfer Fee - \$25

If the required information is not received within ten (10) days of closing, the water service will be discontinued without further notice and late fees and/or reconnection fees will apply.

WNWSC is a non-profit corporation. Membership gives you the right to attend monthly meetings where you can learn about the operations of the water district and vote at the annual meeting held on the 2<sup>nd</sup> Saturday in February at 10:00 am each year. The monthly meetings are held in the WNWSC Business Office at 6310 Weisinger Drive on the 3<sup>rd</sup> Tuesday of the month, at 6:00 pm.

Meters are read on or about the 20<sup>th</sup> of the month, and bills are generated and mailed on the last business day of the month. The due date is “upon receipt”, but you have until the 16<sup>th</sup> of the month before the late fee is assessed to the account. There is a \$10.00 late charge added to the account if payment is received after the 16<sup>th</sup> of the month. If your water service is discontinued for any reason, there is a \$100.00 reconnection fee.

There is a \$15 charge for all returned checks/drafts. Repeated instances of returned checks may result in a permanent requirement of payment by money order or certified check.

Bills can be paid in four different ways:

- Mail to 6310 Weisinger Drive, Magnolia, Texas 77354
- Drop in the payment box at the business office anytime
- Deliver to the business office during regular hours if you want a receipt

- Automatic Bank Draft (download and complete the Direct Payment Authorization form and bring it, along with a voided check, to the business office)
- Pay via credit card by going to our website at [wnwater.com](http://wnwater.com)
  
- NOTE: The business office CANNOT accept cash for any transactions

Please be aware that the personnel who read and disconnect/reconnect the meters are not employees of the water corporation. They cannot accept payments or reconnect the water without a work order from the Business Office. Arrangements for payment of the bill and reinstatement of service must be made at the Business Office located at 6310 Weisinger Drive. The hours of operation are Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

If you will be digging, trenching, or excavating on your property, please contact the Business Office and arrange to have the water lines marked ahead of time. You will be responsible for any damage done to the water lines.

If applicable: The automatic bank draft payment will be deducted on the 10<sup>th</sup> of every month. You will still receive a bill to review the bill amount and usage.

The bill will read: *Auto Draft – Do Not Pay*.

**Important Contact Information:**

Business Office:	936-321-7766
Answering Service (after hours)	281-353-9809
FAX	936-273-7766
E-mail	<a href="mailto:office@wnwater.com">office@wnwater.com</a>
Website	<a href="http://www.wnwater.com">www.wnwater.com</a>